



**Administration for Children and Families**

Administration on Children, Youth and Families

Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA)

HHS-2012-ACF-ACYF-AK-0284

Application Due Date: 08/06/2012

Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA)

HHS-2012-ACF-ACYF-AK-0284

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services**  
**Administration for Children & Families**

**Program Office:** Administration on Children, Youth and Families - Family and Youth Services Bureau

**Funding Opportunity Title:** Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA)

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2012-ACF-ACYF-AK-0284

**CFDA Number:** 93.092

**Due Date for Applications:** **08/06/2012**

**Notice:** On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov) for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

**Executive Summary:**

The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) will be accepting applications from local organizations and entities, including faith-based organizations or consortia, for the development and implementation of the Personal Responsibility Education Program (PREP) in **Florida, North Dakota, Texas, Virginia, Indiana, Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, and Palau**. The purpose of this program is to support projects that educate youth between the ages of 10 and 19, and pregnant and parenting youth, under age 21, on abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including HIV/AIDS. Successful applicants will provide programs on at least three of six adulthood preparation subjects that will be discussed in this published funding opportunity announcement (FOA).

This is a discretionary competitive grant program. The anticipated award date for fiscal year (FY) 2012 applications is September 29, 2012. Funding levels are anticipated as follows: the first year of the project will be funded at a total of approximately \$18.6 million dollars. Funding for years two and three of the project will be determined by the availability of federal funds, but are each estimated to be approximately the same amount as year one. Funds will support the:

- Design, implementation, and sustainability of teen pregnancy prevention and adulthood preparation programs that replicate evidence-based effective programs or substantially incorporate elements of effective programs.
- Provision of culturally appropriate teen pregnancy prevention and adulthood preparation subjects to racial/ethnic minority youth.

**I. Funding Opportunity Description**

## **Statutory Authority**

The legislative authority for this announcement is Section 2953 of the Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148, which adds a new Section 513 to Title V of the Social Security Act, codified at 42 U.S.C. § 713, authorizing the Personal Responsibility Education Program (PREP).

## **Description**

The President signed into law the Patient Protection and Affordable Care Act on March 23, 2010. The Act amended Title V of the Social Security Act to include a new formula grant program titled the Personal Responsibility Education Program (PREP). Funds must be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy and STIs, including HIV/AIDS, and at least three adulthood preparation subjects. The statute authorizing PREP provides that, "[i]f a State does not submit an application under this section for fiscal year 2010 or 2011, the State shall no longer be eligible to submit an application to receive funds from the amounts allotted for the State for each of fiscal years 2010 through 2014 and such amounts shall be used by the Secretary to award grants under this paragraph for each of fiscal years 2012 through 2014" (42 U.S.C. § 713(a)(4)(A)). Accordingly, the funding under this announcement is available to award competitive grants to local organizations, which may include faith-based organizations, consortia and entities in non-participating States and Territories. **Organizations proposing consortia to serve a Territory may opt to serve more than one Territory. This is only applicable if the service area is the Territories; organizations proposing to serve a State must select only one State. FYSB encourages consortia to apply to serve multiple Territories.** As set forth in the legislation, three-year grants will be awarded in FY 2012.

FYSB is accepting competitive grant applications from local organizations for the development and implementation of a discretionary competitive PREP. This FOA sets forth the application requirements, the application process, and other administrative and fiscal requirements on how to apply for funding in FY 2012. Local organizations and entities, including faith-based organizations or consortia, in Florida, North Dakota, Texas, Virginia, Indiana, Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, and Palau are eligible to apply.

Under this FOA, discretionary funds in the amount of \$18.6 million will be available for PREP awards made in FY 2012. Applicants may apply for grant funding for the first Budget Period in amounts between \$200,000 and \$900,000. This first Budget Period will be funded by PREP allotments to States and Territories for FY 2010 and from PREP allotments to States and Territories for FY 2011 for which no application was received. Accumulated allotments to all entities serving a given State or Territory are determined annually by a Congressionally mandated formula to calculate the target population. FY 2013 and FY 2014 allotments have been estimated based on FY 2010, FY 2011, and FY 2012 allotments. Accumulated funding levels for all entities providing services under this FOA in a given State or Territory are as follows:

<b>STATE/ TERRITORY</b>	<b>FY 2010 Actual Allotment</b>	<b>FY 2011 Actual Allotment</b>	<b>FY 2012 Actual Allotment</b>	<b>*FY 2013 Estimated Allotment</b>	<b>*FY 2014 Estimated Allotment</b>	<b>Total Available Annually for FYs 2012/2013/2014 Awards</b>
Florida	\$2,795,687	\$2,824,322	\$2,850,056	\$2,823,355	\$2,823,355	<b>\$4,705,592</b>
Indiana	\$1,100,446	\$1,094,957	\$1,104,753	\$1,100,052	\$1,100,052	<b>\$1,833,420</b>
North Dakota	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$416,667</b>
Texas	\$4,400,234	\$4,448,734	\$4,556,133	\$4,468,367	\$4,468,367	<b>\$7,447,278</b>
Virginia	\$1,284,773	\$1,308,714	\$1,305,099	\$1,299,529	\$1,299,529	<b>\$2,165,881</b>

Guam	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$416,667</b>
American Samoa	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$416,667</b>
Northern Mariana Islands	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$416,667</b>
Marshall Islands	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$416,667</b>
Palau	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$416,667</b>

**\*Funding amounts available for the second and third years of the project may slightly change as FY 2013 and FY 2014 allotments have not been determined.**

## 1. Background

PREP funding is directed toward the development of comprehensive, teen pregnancy prevention programs that incorporate medically accurate approaches, while replicating evidence-based programs or elements of programs that have been demonstrated to change behavior. PREP, as outlined in this FOA, will focus on the same fundamental requirements as the State PREP. The law stipulates that the program must emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, and incorporates at least three of six adulthood preparation subjects: healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career success, and healthy life skills.

FYSB strongly supports PREP efforts that are dedicated to the development of comprehensive, culturally appropriate interventions and services that rely on the best available research to inform and guide practice. FYSB recognizes that there are few studies of teen pregnancy prevention programs that target racial and ethnic minority youth such as Latino youth or Native American youth or other vulnerable youth populations such as pregnant and parenting teens, youth in and aging out of foster care, and youth in juvenile justice. Further, many programs that currently serve these populations have not been rigorously evaluated and may not offer strong models for replication. FYSB encourages applicants to implement programs that target those youth at the greatest risk for pregnancy within their community. Therefore, as necessary, applicants are encouraged to adapt evidence-based (EB) models (or elements of EB models) to address the unique needs of the target population. Adaptation, to the extent possible, should retain core elements of proven evidence-based or effective programs. These adapted evidence-based program models may be valuable candidates for inclusion in a federally supported rigorous evaluation effort.

## 2. Promoting Behavioral Health Through Positive Youth Development

The Administration on Children, Youth and Families is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many programs concentrated on a specific problem behavior, like teen sexual activity, and involved narrowly-focused interventions and educational activities for that problem. Increasing research on risk and protective factors, however, has highlighted the important roles that multiple aspects of young people's attitudes, behaviors, relationships, and environments have in predicting problem behaviors like early sexual activity.[1]

Moreover, at least two rigorous reviews of the evidence on teen pregnancy prevention programs indicate that particularly effective interventions are those that use multi-component youth development approaches serving high-risk populations.[2][3] This body of research indicates that programs need to address broader aspects of youths' social-emotional well-being in order to positively impact risky sexual behavior. In other words, PYD programs not only target early sexual activity, but they also target the risk and protective factors in young people's lives that are known to influence sexual activity.

Positive youth development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing multiple opportunities, fostering positive relationships, and furnishing the support needed to build their skills, sense of mastery, and leadership strengths. Positive youth development programs promote a number of outcomes in youth, including social skills, emotional competence, positive relationships with peers and adults, and civic and school engagement. Typical elements of PYD program models include on-going structured activities that facilitate progressive skill-building, positive interactions between youths and peers as well as adults, and high levels of youth participation and engagement.

A PYD programming approach that works with vulnerable youth should take into account the trauma and mental health needs of many young people who have experienced maltreatment, abuse, or exposure to violence. Childhood abuse, neglect, and exposure to other traumatic stressors, known as adverse childhood experiences (ACE), are common. The short- and long-term outcomes of these childhood exposures include a multitude of health and social problems, including early initiation of sexual activity and adolescent pregnancy.[4] Young people in foster care and those experiencing homelessness have particularly high rates of ACEs. These ACEs, in turn, have important implications for teen pregnancy. By age 19, nearly half (48 percent) of teen girls in foster care have been pregnant and teen girls in foster care are 2.5 times more likely to become pregnant by the age of 19 than their peers not in foster care.[5] A nationally representative longitudinal survey indicated that running away increased the likelihood of an adolescent girl becoming pregnant within a year by 67 percent.[6]

All youth in foster care, by the very fact of their placement in out-of-home care, have been exposed to some significant level of ACEs. The consequences of ACEs in this population are clear. National Survey of Child and Adolescent Well-being (NSCAW) data, for example, indicate that nearly half (48 percent) of children who were reported to Child Protective Services, ages 2-14, have clinically significant emotional and behavioral problems.[7] With regard to ACEs among youth experiencing homelessness, one national study, for instance, reported that 61 percent of runaway and homeless youth have been maltreated, with high rates of physical abuse, emotional abuse, sexual abuse, and neglect.[8] Adverse experiences remain at high levels for many homeless young people after going to the streets, particularly in the forms of both witnessing and being victims of multiple types of violence.[9] For youth with experiences of trauma, this means that program planning should take into account underlying skills, competencies, and attitudes that improve basic functioning across a range of life domains. For example, effective programming that supports mental health, development of coping strategies, and increased protective factors in a youth's life can minimize a young person's risk of problematic behavior and increase his or her capacity to thrive.

The Administration on Children, Youth and Families anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure positive outcomes for all children, youth and families.

### **3. PREP Project Requirements**

The purpose of this FOA is to enable organizations to support personal responsibility education programs that replicate evidence-based effective program models or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth. Applicants for funding must describe how they will use the funds to achieve the statute's goals for reducing the pregnancy rates and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances. The program must include activities to educate youth who are sexually active regarding responsible sexual behavior with respect to both abstinence and the use of contraception and place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and STIs among youth. The information and activities carried out under the program must be provided in the cultural context that is most appropriate for individuals in the particular population group to which they

are directed. Applicants are not required to implement statewide programs.

The required components for PREP are as follows:

### **i. Target Population**

Applicants are encouraged to serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, culturally underrepresented youth, and youth residing in areas with relatively high teen birth rates compared to all youth within the State or Territory. Youth are defined as those who have attained age 10 but have not attained age 20, except in the case of pregnant youth or mothers, which may include youth under 21 years of age. Applicants are to describe the target population in their application.

FYSB also recognizes youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances to include culturally underrepresented youth populations, including Hispanic, African American, or Native American teenagers, youth in or aging out of foster care or adjudication systems, runaway youth, and out of school youth. As applicants design their programs, FYSB also encourages them to consider the needs of lesbian, gay, bisexual, transgender, and questioning youth and how their programs will be inclusive of and non-stigmatizing toward such participants. Applicants for this funding opportunity are asked to provide an assurance that they have in place, or will have in place prior to receiving an award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin, will publicize such policies and must ensure that all sub-awardees also meet this requirement. Awardees must ensure that all youth serving staff are trained to prevent and respond to harassment or bullying in all forms. Programs serving youths must be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. Applicants must also ensure that all aspects of the program are developmentally appropriate, including being welcoming and accessible to LGBTQ youth.

### **ii. Abstinence, Contraception, and Adulthood PREP Subjects**

The law stipulates that a program must emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections. The law also requires that at least three of the six following adulthood preparation subjects be addressed in program implementation:

1. *Healthy relationships*, such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions.
2. *Adolescent development*, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
3. *Financial literacy*.
4. *Parent-child communication*.
5. *Educational and career success*, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity.
6. *Healthy life skills*, such as goal-setting, decision making, negotiation, communication and interpersonal skills, and stress management.

Further guidance on adult preparation subjects is provided to PREP grantees as guidance, available on the FYSB homepage at: <http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/adult-prep-tip-sheet.pdf>.

Topics should be tailored and developed in appropriate ways to reflect the cultural, linguistic, and regional practices of the target population and the community.

### **iii. Evidence-based and Effective Programs**

The law states that personal responsibility education programs are required to "replicate evidence-based effective programs or substantially incorporate elements of effective programs that have been proven on

the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth" (42 U.S.C. § 713 (b)(2)(B)(i)).

The Department of Health and Human Services (HHS) established, through a systematic review, a list of 31 program models that are considered evidence-based programs that have been found to be effective in preventing teen pregnancies or births, reducing sexually transmitted infections, or reducing rates of associated sexual risk behaviors (defined by sexual activity, contraceptive use, or number of partners). This list is at <http://www.hhs.gov/ash/oah/oah-initiatives/tpp/programs.html>. These programs meet the requirements of the PREP legislation for "evidence-based effective programs." Organizations that elect to replicate these programs or substantially incorporate elements of these programs will not need to provide evidence on the effectiveness of these programs.

The website <http://www.hhs.gov/ash/oah/oah-initiatives/tpp/programs.html> includes complete information regarding the process and criteria used for the review of pregnancy prevention programs, intervention implementation reports that provide descriptive information about each program model and its original evaluation, and a database of all the studies that were considered in this review. This independent review was conducted by Mathematica Policy Research, Inc. (MPR) and their subcontractor, Child Trends, through a contract with HHS. The purpose of this review was to identify program models that were shown to be effective through rigorous evaluation.

Organizations should use this list in the development of their program as a guide for evidence-based program models; along with assuring that their program addresses (1) both abstinence and contraception, and (2) incorporates at least three of the adult preparation subjects. Organizations will also need to assess program models under consideration to determine whether they would adhere to the requirements that at least three adult preparation subjects be addressed or whether additional components addressing these additional adult preparation subjects will need to be added to the program model. Applicants who do not select a program from the HHS list will have to demonstrate how data on their selected program provide evidence of effectiveness, since legislation defines PREP programs as those that replicate evidence-based effective programs or substantially incorporate elements of effective programs. Applicants must also demonstrate how their selected program addresses the needs of the target population and/or community.

Whether organizations are replicating an entire program or incorporating significant elements of evidence-based or effective programs into a program, fidelity to the original evidence-based or effective program model or program elements is strongly encouraged.

When a full program model is being replicated with fidelity, adaptations to the program should generally be minimal, such as revising details in a role play, updating out-dated statistics, adjusting reading and comprehension levels, making activities more interactive, or tailoring learning activities and instructional methods to youth culture or development level. In some cases, more significant adaptations may be needed, such as adding components to address the additional adult preparation components of PREP or ensuring that both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections are adequately addressed in a program. Organizations also may choose to add on components related to pregnancy prevention and prevention of sexually transmitted infections. Any component that is added onto an evidence-based program must be well-integrated into the evidence-based program model and should not alter the core components of the evidence-based program model.

If an organization chooses to substantially incorporate elements of effective programs, the grantee must ensure that the elements selected not only meet the PREP requirements, but that there is a strong likelihood that the elements selected, when working in concert together, are likely to have positive impacts on the targeted behaviors.

FYSB has previously offered guidance about selecting programs and adapting programs to PREP grantees. Successful applicants will have designs that benefit from the guidance available as full text downloads on the FYSB homepage. See: "Selecting an Evidence Based Program that Fits"

<http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/prep-program-fit-ts.pdf> and "Making Adaptations"

<http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/prep-making-adaptations-ts.pdf>.

Many PREP programming topics are discussed as tips sheets and supported by recorded webinars. For a full listing of topics available applicants should visit:

<http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/state-prep-webinars.htm>.

#### **iv. Medical Accuracy and Age Appropriateness**

The evidence-based PREP model(s) proposed by the applicant must be medically accurate and complete. Medically accurate and complete programs are verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable; or comprised of information that leading professional organizations and agencies with relevant expertise in the field recognized as accurate, objective, and complete (See 42 U.S.C. § 713(e)(2)).

The program(s) must provide medically accurate and complete contraceptive information, and inform youth about the responsibilities and consequences of being a parent, and how early pregnancy and parenthood can interfere with educational and other goals, and the risks associated with sexually transmitted infections, including HIV. Organizations must provide specific information on how the medical accuracy and completeness of programs is determined in the application.

Programs funded with PREP funds must provide age-appropriate information and activities. The program(s) must demonstrate the capability of communicating with youth. Topics, messages, and teaching methods must be suitable to specific age groups of youth based upon varying capacities of cognitive, emotional and behavioral development. Applicants are to describe how age-appropriate information and programmatic activities will be provided (See 42 U.S.C. § 713(e)(1)).

#### **v. Access to Health Care and Other Services**

As appropriate, grantees may provide teenage pregnancy prevention-related health care service referrals to other providers of health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, intimate partner violence), local public health and social service agencies, hospitals, voluntary agencies, and health or social services supported by other Federal programs (e.g., Medicaid, SCHIP, TANF) or State/local programs. Programs should encourage the enrollment of eligible youth in assistance programs such as Medicaid and CHIP, or any other Federal or State assistance program for which they may be eligible. While grantees may help youth find services they need and make referrals, such health services may not be paid for with PREP funds.

#### **vi. Additional Program Requirements**

The acceptance of Federal funds under this FOA will signify agreement by the grantee that it will comply with the following requirements:

- Have the Year One project fully functioning within at least 180 days following the Notice of Award for grant. FYSB is interested in having services provided and collecting data on participating youth as soon as possible. While there are no bonus points awarded for faster implementation, grantees that have the capacity to implement project activities in less than 180 days will be encouraged to do so.
- All grantees must budget annually the costs of sending two key staff persons to attend 1) the three-day national PREP grantee meeting in Washington, DC, and 2) the anticipated two-day regional meeting for PREP grantees in their region. The key staff in attendance at the annual meetings must be one of the lead program staff and/or must be integrally involved in the collection of data for the national evaluation of PREP. Each meeting provides specific training for PREP Coordinators and important program requirement updates. Grantees may send more than two key staff persons to the national meeting.
- Participate in research or evaluation activities or a technical assistance contract that relates to this

FOA.

## vii. Definitions

**Adaptation** - The modification of an evidence-based program model that has been developed for a single, demographic, ethnic, linguistic, and/or cultural group for use with other groups.

**Age-Appropriate** - Topics, messages, and teaching methods that are suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

**Capacity** - The resources (i.e., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization possesses to implement a PREP program.

**Consortia** - An association of two or more organizations with a formal agreement whereby a project is carried out by a recipient and one or more other organizations that are separate legal entities. Under the agreement, the recipient must perform a substantive role in the conduct of the planned project or program activity and not merely serve as a conduit of funds to another party or parties. The relationship between the recipient and the collaborating organizations is considered a sub-award relationship.

**Core Components** - Program characteristics that must be kept intact when intervention is being replicated or adapted, in order for it to produce program outcomes similar to those demonstrated in the original evaluation research. It is the responsibility of the grantee to consult directly with curriculum developers to determine the core components of the program model.

**Effective Program** - Please refer to the definition of evidence-based program models.

**Evidence-based Effective Program** - Please refer to the definition of evidence-based program models.

**Evidence-based program models** - Program models for which systematic empirical research or evaluation has provided evidence of effectiveness. The listing of evidence-based program which the Department has identified as having met the standards to be considered effective and eligible for funding for replication is available on the Office of Adolescent Health OAH Web page at:

<http://www.hhs.gov/ash/oah/oah-initiatives/tpp/programs.html>

**Fidelity** - The degree to which an intervention is delivered as designed. Faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising its core content which is essential for the program's effectiveness.

**Implementation** - The process of introducing and using interventions in real-world service settings, including how interventions or programs are adopted, sustained, and taken to scale.

**Indian tribe/tribal organization** - The terms "Indian tribe" and "Tribal organization" have the meanings given such terms in Section 4 of the Indian Health Care Improvement Act (25 U.S.C. 1603)). "Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [[43 U.S.C. 1601](#)et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. "Tribal organization" means the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities. Provided, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant.

**Medically Accurate and Complete** - Verified or supported by the weight of research conducted in compliance with accepted scientific methods and (A) published in peer-reviewed journals, where

applicable; or (B) comprising information that leading professional organizations and agencies with relevant expertise in the field recognized as accurate, objective, and complete.

**Memorandum of Understanding (MOU)** - A written statement from a stakeholder organization or individual describing a commitment, including possibly a financial role, in supporting the implementation of a program. The MOU should include clear evidence that the primary collaborating organizations fully understand and are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application.

**Objectives** - The specific changes expected as a result of the program.

**S.M.A.R.T. Objectives** - Objectives that are Specific, Measurable, Achievable, Realistic and Time-framed.

**Stakeholders** - Individuals and organizations that have a shared interest in the program results. Stakeholders include participants, families, staff and volunteers, funders, and community organizations that share the program vision and are actively committed to the program through a Memorandum of Understanding (MOU).

**State** - Inclusive of the 50 States, District of Columbia, and Puerto Rico.

**Territory** - Inclusive of the U.S. Virgin Islands, Guam, American Samoa, Northern Mariana Islands, Federate States of Micronesia, the Marshall Islands and Palau.

**Training and Technical Assistance** - The provision of advice, assistance, and/or training pertaining to the initiation, operation or implementation of the proposed program model.

**Youth** - An individual who has attained age 10, but has not attained age 20.

## References:

- [1]Catalano, R. F., Hawkins, J. D., Berglund, M. L., Pollard, J. A., & Arthur, M. W. (2002). Prevention science and positive youth development: competitive or cooperative frameworks? *Journal of Adolescent Health, 31*(6, Supplement), 230-239.
- [2]Scher, L., Maynard, R.A., & Stagner, M. (2006). Interventions intended to reduce pregnancy-related outcomes among adolescents. *Campbell Systematic Reviews*.
- [3]Gavin, L. E., Catalano, R. F., David-Ferdon, C., Gloppen, K. M., & Markham, C. M. (2010). A Review of Positive Youth Development Programs That Promote Adolescent Sexual and Reproductive Health. *Journal of Adolescent Health, 46*(3, Supplement), S75-S91.
- [4]Centers for Disease Control and Prevention: Adverse Childhood Experiences (ACE) Study, Major Findings <http://www.cdc.gov/ace/findings.htm>
- [5]Bilaver, L.A., & Courtney, M.E. (2006). Foster Care Youth. *Science Says, 27*.
- [6]Thrane, L. E., Chen, X. (2012). Impact of running away on girls' pregnancy. *Journal of Adolescence, 35*, 443-449.
- [7]Pecora, P. J., White, C. R., Jackson, L. J., & Wiggins, T. (2009). Mental health of current and former recipients of foster care: a review of recent studies in the USA. *Child & Family Social Work, 14*(2), 132-146.
- [8]Powers, J. L., Eckenrode, J., & Jaklitsch, B. (1990). Maltreatment among runaway and homeless youth. *Child Abuse & Neglect, 14*(1), 87-98.
- [9]Kipke, M. D., Simon, T. R., Montgomery, S. B., Unger, J. B., & Iversen, E. F. (1997). Homeless youth and their exposure to and involvement in violence while living on the streets. *Journal of Adolescent Health, 20*(5), 360-367.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$18,652,200
Expected Number of Awards:	30
Award Ceiling:	\$900,000 Per Budget Period
Award Floor:	\$200,000 Per Budget Period
Average Projected Award Amount:	\$575,000 Per Budget Period

### Length of Project Periods:

36-month project with three 12-month budget periods

### Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

### Awards will not be made above the total amount available per State or Territory.

Applicants must provide a budget for Year One of the project, which is comprised of FY2010 and FY2011 funding. This chart established award floors and ceilings by State or Territory. The award ceilings established per State or Territory will be enforced as a disqualification factor, as described in *Section III.3. Application Disqualification Factors*. Applicants that propose to serve more than one Territory are allowed to submit a Year One budget based upon the cumulative annual award floors and ceilings of the Territories to be served. The following award floors and ceilings have been established per State or Territory:

STATE/TERRITORY	Annual Award Floor	Annual Award Ceiling
Florida	\$200,000	\$900,000
Indiana	\$200,000	\$900,000
North Dakota	\$200,000	\$416,667
Texas	\$200,000	\$900,000
Virginia	\$200,000	\$900,000
Guam	\$200,000	\$416,667
American Samoa	\$200,000	\$416,667

<b>Northern Mariana Islands</b>	\$200,000	\$416,667
<b>Marshall Islands</b>	\$200,000	\$416,667
<b>Palau</b>	\$200,000	\$416,667

Non-competing continuation awards will be offered for the second and third budget periods of the project based on the availability of funds, satisfactory progress of the grantee, review and approval of the continuation application.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligible applicants are local organizations and entities, including faith-based organizations or consortia in the following States and Territories: Florida, North Dakota, Texas, Virginia, Indiana, Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, and Palau. Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged.

The following types of organization are eligible to apply:

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Local and regional school districts
- Public and State controlled institutions of higher education
- Indian Tribes or Tribal Organizations
- Public housing authorities/Indian housing authorities
- Nonprofits having 501(c)(3) status with the IRS
- Nonprofits without 501 (c)(3) status the IRS
- Private institutions of higher education
- For profit organizations other than small businesses
- Local affiliates of national organizations
- Small businesses

#### Collaborative or Consortia Projects

Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the grant. A primary applicant must be named in the application and the application must include Memoranda of Understanding (MOUs) for each partnering organization. It is expected that the primary applicant be local to the eligible State. Collaborative groups (consortia) may propose to serve one eligible Territory or more than one eligible Territory. Collaborative groups (consortia) proposing to serve an eligible State must serve only one State.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

### **III.3. Other**

#### **DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements**

##### **DUNS Number Requirement**

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov). A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

##### **Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

## **APPLICATION DISQUALIFICATION FACTORS**

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

### **Award Ceiling Disqualification**

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

### **Application Submission Disqualifications**

**Beginning January 1, 2012, ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov).** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement.** That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

**Please Note:** Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this**

announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Applications received from organizations located in ineligible States or Territories will be disqualified from objective review and from award under this announcement.

In the case of collaborative groups (consortia) applying to serve an eligible State, applications from organizations that are not local to the eligible State will be disqualified from objective review and from award under this announcement.

In the case of collaborative groups (consortia) applying to serve an eligible Territory or a number of eligible Territories, applications from organizations that are not local to the eligible Territories will be disqualified from objective review and from award under this announcement.

### **Explanation of Award Ceiling Disqualification**

Applicants must provide a budget for Year One of the project, which is comprised of FY 2010 and FY 2011 funding. The chart available in *Section II. Award Information* establishes award floors and ceilings by State. **The award ceilings established per State will be enforced as a disqualification factor**, as described in this section and in *Section II. Award Information*. Applicants that propose to serve more than one Territory are allowed to submit a Year One budget based upon the cumulative annual award floors and ceilings of the Territories to be served.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Itege Bailey

Administration for Children and Families

Administration for Children, Youth and Families, Family and Youth Services Bureau

1250 Maryland Avenue SW

Rm. 8320

Washington, DC 20024

Phone: (202) 205-1723

Email: [itege.bailey@acf.hhs.gov](mailto:itege.bailey@acf.hhs.gov)

URL: <http://www.acf.hhs.gov/programs/fysb/content/programs/tpp.htm>

### **Electronic Application Submission:**

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms,

assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## Section IV.2. Content and Form of Application Submission

### FORMATTING ACF APPLICATIONS

**For All ACF Applications:**

**Authorized Organizational Representative (AOR)**

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov) where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

**Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.**

**Observe page limitations.**

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard

copy of your application for your files.

### **Application Package Components**

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via [www.Grants.gov](http://www.Grants.gov) or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

<b>Application Package Components</b>	<b>Page Limitations</b>
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

### **ELECTRONIC APPLICATIONS SUBMITTED VIA [www.Grants.gov](http://www.Grants.gov):**

**Notice: The Administration for Children and Families has implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov). Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.**

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

**Please read this section carefully before beginning application submission.** It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the [www.Grants.gov](http://www.Grants.gov) validation check will not be transmitted to ACF. If the application fails the

validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

## Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

## Required OMB-Approved and Standard Forms (SFs)

[www.Grants.gov](http://www.Grants.gov) provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

## Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

**Applicants must follow the instructions provided in this section:**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov).**

Limit file names to 50 characters and do not use special characters (example: &,-,\*%,/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (\_) may be used to separate a file name.

**Use only file formats supported by ACF.**

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do not encrypt or password protect the electronic application files!**

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**PAPER APPLICATION SUBMISSIONS:**

**The following requirements are only applicable to applications submitted in paper format.**

**Applicants must receive an exemption from ACF in order to submit an application in paper format.**

See *Section IV.2.Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

## **Copies Required**

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

## **Signatures**

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

## **Format Requirements for Paper Applications**

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

## **Addresses for Submission of Paper Applications**

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

## **Page Limitations for Paper Format Application Submissions**

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not

be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

### **Page Limitations and Content of The Project Description and Appendices for All Application Formats:**

A complete application must contain the following:

#### **Required Federal Standard Forms/Assurances/Certifications.**

**Table of Contents.** This section should reference the order of the application sections and provide page numbers. This should be page one of the application.

**Project Summary/Abstract.** The Project Summary/Abstract must accurately and concisely reflect the proposed project. Information on the format for the Project Summary/Abstract is provided under "The Project Description" later in this section.

**Project Description.** The applicant is strongly encouraged to use the evaluation criteria to organize its response. Specific information should be provided that addresses all components of each criterion. It is in the applicant's best interest to ensure that the project description is:

- Easy to read;
- Logically developed in accordance with the evaluation criteria;
- Adheres to recommended page limitations; and
- Includes page numbers.

In addition, the applicant should be mindful of the importance of using language, terms, concepts, and descriptions that are current and generally known and used in the field of teen pregnancy prevention and positive youth development as defined under this FOA.

**The Project Description is limited to 50 pages** and must be provided in the following order:

- Objectives and Need for Assistance;
- Outcomes Expected;
- Approach;
- Evaluation; and
- Organizational Profiles.

**Budget Documents.** The itemized budget and budget narrative documents must thoroughly describe how the proposed categorical costs are derived. There must be discussion on the necessity, reasonableness, and allocability of the proposed costs. Applicants must outline proposed costs that support all project activities. Additionally, applicants must document travel expenses for staff to attend a national and regional meeting under the travel cost category of the budget.

**The Appendices are limited to 50 pages.** These documents may include but are not limited to: composition of board of directors; resumes and job descriptions for key staff; letters of support; third-party agreements such as letters of commitment or memoranda of agreement; and/or statistical information.

## Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
<b>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</b>	Submission is required for all applicants by the application due date.	Required for all applications.
<b>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</b>	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
<b>Certification Regarding Lobbying</b>	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
<b>Required PREP Assurances</b>	Submission is required for all applicants by the application due date.  Print and sign the assurances format and submit it as an attachment to the application.	Required for all applications. Format is available in the <i>Appendices</i> section of this announcement.
<b>Survey on Ensuring Equal Opportunity for Applicants</b>	<b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview and Section IV.3. Submission Dates and</i>	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the

	<i>Times.</i> Or, it may be submitted prior to the award of a grant.	survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
<b>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</b>	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i> If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .
<b>SF-LLL - Disclosure of Lobbying Activities</b>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

## Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## The Project Description

### The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **General Instructions for Preparing a Full Project Description**

#### **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

#### **Table of Contents**

List the contents of the application including corresponding page numbers.

#### **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

#### **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and

participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

## **Outcomes Expected**

Identify the outcomes to be derived from the project.

By the end of the project period, applicants are expected to have served high-risk and/or vulnerable youth through a comprehensive teen pregnancy prevention program that includes the incorporation of at least three adulthood preparation subjects. Applicants are required to identify up to six outcome objectives that clearly state expected results or benefits of the intervention proposed and link with a goal(s) statement, as well as multiple process objectives. Applicants must submit a logic model demonstrating how proposed inputs and activities will lead to the outcome objectives and ultimately the achievement of the goal(s) statement. Applicants are required to submit goals, objectives, and logic models for the proposed project in their applications. Each applicant must have:

1. A program-specific goal(s) statement;
2. Up to six outcome objectives that clearly state expected results or benefits of the intervention proposed and link with the goal(s) statement, as well as multiple process objectives; and
3. A logic model demonstrating how proposed inputs and activities will lead to the outcome objectives and ultimately the achievement of the goal(s) statement. (See Logic Model Description further in this section).

A goal is a general statement of what the project expects to accomplish. It should reflect the long-term desired impact of the project on the target group(s) as well as reflect the program goals contained in this FOA. Applicants must outline the vision and short/long-term goals of the proposed program in the goal(s) statement.

An objective is a statement which defines a measurable result that the program expects to accomplish. All proposed objectives should be specific, measurable, achievable, realistic, and time-framed (S.M.A.R.T.).

- Specific: An objective is to specify one major result directly related to the program goal, state who is going to be doing what, to whom, by how much, and in what time-frame. It must specify what will be accomplished and how the accomplishment will be measured.
- Measurable: An objective must be able to describe in realistic terms the expected results and specify how such results will be measured.
- Achievable: The accomplishment specified in the objective must be achievable within the proposed time line and as a direct result of program activities.
- Realistic: The objective must be reasonable in nature. The specified outcomes "i.e. expected results" must be described in realistic terms.
- Time-framed: An outcome objective must specify a target date or time frame for its accomplishments.

Outcome objectives - i.e. S.M.A.R.T. objectives related to the outcomes of the program - must be supported with several process objectives - i.e. S.M.A.R.T. objectives related to the processes or activities of the program. FYSB has offered guidance on preparing logic models to PREP grantees. Successful applicants will benefit from the information contained in the "Logic Model Tip Sheet" at <http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/prep-logic-model-ts.pdf>

Applications must include the following as well as such additional information as the Secretary may require:

- (I) Based on data from the Centers for Disease Control and Prevention National Center for Health Statistics, the most recent pregnancy rates for the State or Territory for youth ages 10 to 14 and youth ages

15 to 19 for which data are available, the most recent birth rates for such youth populations in the State or Territory for which data are available, and trends in those rates for the most recently preceding five-year period for which such data are available.

(II) The applicant's goals for reducing the pregnancy rates and birth rates for such youth populations.

(III) A description of the applicant's plan for using the funding amount the applicant requests under this section to achieve such goals, especially among youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth.

These requirements apply to all entities seeking funding through this FOA.

Applicants are expected, where possible, to incorporate approaches that address the social and emotional well-being of children, youth, and families into the proposed project. Examples of ways to incorporate this include:

- Ensure that the agency has policies and practices in place to adequately address issues related to trauma for youth involved in agency teen pregnancy prevention programming;
- Develop and maintain partnerships with agencies that have capacity to address trauma such as domestic violence programs and special issue resource centers; and
- Provide trainings and resources to facilitators and staff working directly with youth on the impact of traumatic experiences on adolescent decision making.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

## **Applicant Approach Activities**

Applicants must provide a detailed plan for addressing PREP requirements and the expected activities for delivering the PREP intervention(s) to the target population(s). The plan must describe the approach the applicant proposes to take for the entire 36-month project period. The description of the proposed project must include, at a minimum, but is not limited to, the following elements:

- If applicant is a consortia or collaborative, identification of the lead entity that will be responsible

for administering the grant. If a consortia or collaborative are being proposed, the application should include in detail the roles and responsibility of each project partner. If partnering organizations have active roles they should include logic models depicting the subset of their activities, objectives, and goals in alignment with the overall project model.

- A description of the rationale for choosing the evidence-based or effective model proposed for replication, or substantially incorporating elements of effective programs that have been proven on the basis of rigorous scientific research. If the program selected is not part of the list of programs found to be effective by HHS (see *Section I. iii., Evidence-based and Effective Programs*), applicants shall also provide the data demonstrating evidence of effectiveness of the program proposed.
- A description of how the intervention will be implemented with fidelity and what, if any, adaptations are being proposed. If adaptations are proposed, include a justification or rationale for any proposed adaptations. Describe the adaptations that will be made and an explanation of why the adaptations do not unduly alter the core components of the evidence based program models or elements of those models and that there is reason to believe that the adaptations are likely to augment, rather than diminish, program effectiveness.
- The range of mechanisms that will be used to deliver services and the actual services themselves (i.e. school-based programs, clinic-based programs, and/or youth development programs). The description should include information about how referrals will be made to other health services and programs, when appropriate.
- How the project will emphasize abstinence and contraception for the prevention of pregnancy and STIs.
- The three adult preparation subjects, at a minimum, that will be addressed.
- A description of the rationale for selecting the target population, as well as a realistic estimate of the overall number of program(s) participants expected to participate in each year of the project. Break out the types of participants by age groups - specifically ages 10 to 14 and 15 to 19 - and race and ethnicity.
- Identification of strategies that will be used to effectively recruit and retain youth participants.
- Identification of the method utilized that will ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model or elements of the program model, and this training is delivered by professionals who can provide follow-up technical assistance to facilitators/educators.
- As appropriate, state how the project will be coordinated, integrated and linked to existing services within the service area.

## Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

FYSB is conducting a federal evaluation of teen pregnancy prevention programs funded through PREP. The agency is partnering with an independent research firm, Mathematica Policy Research, Inc. (MPR), in order to conduct this evaluation on behalf of FYSB. As part of this national evaluation project, FYSB and MPR will select a small sub-set of PREP-funded programs to undergo rigorous impact evaluation in order to determine the effectiveness of the selected programs. All grantees will be considered for inclusion in this random assignment evaluation and are required to participate if selected. Participation in the federal national evaluation will provide the selected grantees with a national spotlight, giving them the

opportunity to tell their story to a broad group of teen pregnancy prevention stakeholders and inform the field regarding the positive outcomes effective teen pregnancy prevention programs can have on various populations of youth. If selected for the federal evaluation, a grantee must participate.

All applicants are required to submit information outlined in the sections entitled "Describe How the Program Will Be Evaluated" and "Demonstrate the Program's Capacity to Support a Random Assignment Impact Evaluation." In addition, those applicants requesting more than \$500,000 are required to submit information outlined in the section titled "Provide a Basic Plan for Conducting an Implementation Evaluation." In that section, we note that those applicants requesting greater than \$500,000 annually will be required to conduct an implementation evaluation. They are expected to dedicate a minimum of 10 percent of their funds to this effort. If selected for the participation in the federal national evaluation, the applicant can use their evaluation budgets for the local cost of participating in the federal national evaluation. Grantees will not incur additional costs to participate in the federal national evaluation.

### **Describe How the Program Will Be Evaluated (*all applicants*)**

Provide a narrative addressing how the conduct of the project and its results will be evaluated by the grantee. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness. Identify whether the evaluation will include a control or comparison group, and how this group will be selected. Applicants must also describe any barriers to program implementation.

### **Describe the Program's Capacity to Support a Random Assignment Impact Evaluation (*all applicants*)**

All Applicants must provide a narrative within their application which addresses the following numbered criteria. Applicants may choose to consult with a local evaluator in order to develop this portion of their application.

Applicants' evaluation section should consider the following regarding random assignment designs:

1. Capacity to ensure a sizeable study sample size of participants (including both program and control group members) over two years of program activity.
2. Ability to randomly assign individuals (or schools, clinics, group homes, etc.) to either receive PREP-funded services or receive "services-as-usual" over a two-year period.
3. A strong contrast between the services to be received by program participants and "services-as-usual."

This information will be used to assess applicants' proposed project for inclusion in the federal evaluation. It is not a requirement that applicants have the capacity to support a random assignment impact evaluation.

As part of this narrative, it is essential that all applicants describe and indicate their capacity to report on performance measures as mentioned in *Section VI.3 Reporting*. Applicants must affirm their agreement to collect information related to the federally developed performance measures and report this data to FYSB.

### **Provide a Basic Plan for Conducting an Implementation Evaluation (*applicants requesting more than \$500,000*)**

Grantees receiving more than \$500,000 annually are required to conduct an implementation evaluation and are expected to dedicate a minimum of 10 percent of their funds to this end. This evaluation must be aligned with the project's logic model, and should be designed to achieve the following aims:

- To describe and document the intervention design and operations within the organization/agency in

adequate enough detail to be useful to those who may wish to replicate the program/strategy. This may include "manualization," or, the creation of manuals and handbooks to guide further replication.

- To document the extent to which the intervention is implemented with fidelity.
- To document the experiences of program participants via qualitative data collection and analysis.

Therefore, applicants must provide a basic plan for documenting and assessing key aspects of program implementation, such as:

- Program activities
- Recruitment
- Dosage
- Quality
- Participant responsiveness
- Program reach

In addition, the implementation evaluation should include over-arching organizational factors that may have influenced program implementation. For example, the evaluation might describe infrastructure and resources (such as training, fidelity monitoring, and feedback) that were available to ensure that program administrators had the skills necessary to implement the program.

Finally, each applicant must describe anticipated barriers to implementation. When possible, applicants should describe how the implementation evaluation will inform future implementation efforts, such as a report of "lessons learned" from the field.

Applicants may consult with a local evaluator to prepare this portion of their evaluation, but should hire an evaluator only after decisions are made with regard to site selection for the federal evaluation of PREP. Subsequent to notification of awards, successful grantees will prepare a more detailed evaluation plan when informed to do so by FYSB.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

## **Logic Model**

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

## **Organizational Capacity**

- Organizational charts
- Board of Directors
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

## **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

## **Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

## **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

## **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

**Special Note:** The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

All grantees must budget annually the costs of sending two key staff persons to attend 1) the three-day national PREP grantee meeting in Washington, DC, and 2) the anticipated two-day regional meeting for PREP grantees in their region. The key staff in attendance at the annual meetings must be one of the lead program staff and/or must be integrally involved in the collection of data for the national evaluation or local implementation evaluation of PREP. Each meeting provides specific training for PREP Coordinators and important program requirement updates. Grantees may send more than two key staff persons to the national meeting.

## General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

## Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

### **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- Electronic applications must be submitted to [www.Grants.gov](http://www.Grants.gov) by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the [www.Grants.gov](http://www.Grants.gov) registration process. See “Get Registered” at [http://grants.gov/applicants/get\\_registered.jsp](http://grants.gov/applicants/get_registered.jsp).
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from [www.Grants.gov](http://www.Grants.gov).
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at [www.Grants.gov](http://www.Grants.gov) is two-step process:
  - Submission by the due date and time; and
  - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

- **Read and observe all application submission requirements provided at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### **Application Validation at [www.Grants.gov](http://www.Grants.gov)**

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or re-submitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

### **Request an Exemption from Required Electronic Application Submission**

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant

courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY.

Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

***Please Note:*** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) **may be used only to request an exemption from required application submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

## Paper Format Application Submission

**An exemption is now required for the submission of paper applications. See "Request an Exemption from Required Electronic Application Submission."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by

the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

**There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

#### **IV.3. Submission Dates and Times**

Due Date for Applications: **08/06/2012**

##### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

##### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

**Please note:**

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

### **Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov) of an electronic application's submission:**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

### **Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

### **Acknowledgement from ACF of a paper format (hard copy) application's submission:**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## **IV.4. Intergovernmental Review of Federal Programs**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_s poc/](http://www.whitehouse.gov/omb/grants_s poc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Grantees, or any of their subrecipients, may not use Federal funds under this award to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing (45 CFR Part 87).

Funds may be used to cover costs of personnel, consultants, equipment, supplies, grant-related travel, and other grant-related costs. Funds may not be used for building alterations or renovations, construction, fundraising activities, political education, or lobbying. Funds under this announcement cannot be used for the following purposes:

- To supplant or replace current public or private funding.
- To supplant ongoing or usual activities of any organization involved in the project.
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
- To reimburse pre-award costs.
- To support planning efforts and other activities associated with the development and submission of the grant application.

Funds must be used in a manner consistent with program requirements as outlined in this announcement. Allowable administrative functions/costs include:

- Usual and recognized overhead, including indirect rates for all consortium organizations that have a Federally approved indirect cost rate; and
- Management and oversight of specific project components funded under this program.

Section 513(d)(2) provides that the following provisions of Title V of the Social Security Act shall apply to allotments and grants made under Section 513 to the same extent and in the same manner as such provisions apply to allotments made under section 502(c) of the Social Security Act (42 U.S.C. § 702(c)):

- (i) Section 504(b)(6) of this title (relating to prohibition on payments to excluded individuals and entities) (42 U.S.C. § 704(b)(6)).
- (ii) Section 504(c) of this title (relating to the use of funds for the purchase of technical assistance) (42 U.S.C. § 704(c)).
- (iii) Section 504(d) of this title (relating to a limitation on administrative expenditures) (42 U.S.C. § 704(d)).
- (iv) Section 506 of this title (relating to reports and audits) (42 U.S.C. § 706), but only to the extent

- determined by the Secretary to be appropriate for grants made under this section.
- (v) Section 507 of this title (relating to penalties for false statements) (42 U.S.C. § 707).
- (vi) Section 508 of this title (relating to nondiscrimination) (42 U.S.C. § 708).

#### **IV.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Itege Bailey  
Administration for Children and Families  
Administration on Children, Youth and Families, Family and Youth Services Bureau  
1250 Maryland Avenue SW  
Rm. 8320  
Washington, DC 20024

##### **Hand Delivery**

Itege Bailey  
Administration for Children and Families  
Administration on Children, Youth and Families, Family and Youth Services Bureau  
1250 Maryland Avenue SW  
Rm. 8320  
Washington, DC 20024

##### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.  
For all submissions, see *Section IV.3* for information on due dates and times.

### **V. Application Review Information**

#### **V.1. Criteria**

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

**Objectives, Outcomes and Need for Assistance**

**Maximum Points: 14**

In reviewing the objectives, outcomes and need for assistance, reviewers will consider the extent to which:

1. The application describes a clear need for the proposed project including relevant teen pregnancy and birth data, and a clear plan for how the project will address those needs.
2. The application clearly identifies the jurisdictions that will be targeted and provides data to support the selection of service area(s).
3. The application clearly identifies and justifies the target population to be served under the proposed project.
4. The application presents a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
5. The application demonstrates a sound relationship between planned project activities and intended outcomes and outputs (see logic model).
6. The proposed project will contribute to achieving legislative goals and objectives, and the goals stated in this FOA.
7. The application incorporates approaches that address the social and emotional well-being of children, youth, and families into the proposed project.

## Approach

**Maximum Points: 36**

In reviewing the approach, reviewers will consider the extent to which:

1. The application provides a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates.
2. The application describes an approach that reflects a thorough understanding of teen pregnancy prevention, STI prevention and HIV/AIDS prevention.
3. The application provides clear rationale for selection of an evidence-based (EB) or effective teen pregnancy prevention model; or, if a model is proposed which has not been found by HHS to have evidence of effectiveness, the application provides data demonstrating evidence of effectiveness.
4. The application provides clear rationale for the selection of at least three adulthood preparation subjects.
5. The application demonstrates that its proposed approach is likely to result in the establishment of a high-quality, effective teen pregnancy prevention program that is culturally responsive to the target population.
6. The application demonstrates a clear understanding of issues associated with establishing a mechanism for ensuring that the program prioritizes high-risk groups and ensures that all services to young people will be voluntary.
7. The application demonstrates that its proposed project emphasizes both abstinence and contraception.
8. The application demonstrates a clear understanding of the issues associated with establishing a program that is EB, and, reflects up-to-date knowledge on the subject of teen pregnancy prevention and adulthood preparation.
9. The application describes how implementing with fidelity to an EB model will be addressed and provides a clear rationale for any proposed adaptations.
10. The application demonstrates a commitment to ensuring that the information and resources delivered are medically accurate and age appropriate.
11. The application describes how the applicant will provide, directly and/or by referral, teenage pregnancy prevention related health or social services.
12. The application demonstrates an approach that will contribute to the increased knowledge or understanding of the problems and issues addressed in this FOA.

**Evaluation****Maximum Points: 16**

In reviewing the evaluation, reviewers will consider the extent to which:

1. The application indicates willingness and agreement to collect information related to the federally developed performance measures and demonstrates capacity to collect the federally developed performance measure data.
2. The application clearly describes the methods that will be used to determine if the project results are being achieved, further, the application describes a basic plan for documenting and assessing key aspects of program implementation (implementation evaluation plan), potential barriers to implementation, and how the implementation evaluation will inform future implementation efforts.

**Organizational Profile****Maximum Points: 20**

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The application demonstrates relevant experience and expertise providing teen pregnancy, STI, or HIV/AIDS prevention services of the lead entity and any partner organizations.
2. The application demonstrates the ability to administer the proposed project and implement and manage EB programs of similar size, scope, and complexity.
3. The application documents an organizational executive leadership and staffing structure that will support full program implementation within 180 days of grant award.
4. The application includes an organizational chart and Board of Directors list.
5. The application demonstrates that the proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (*as demonstrated by a resume or curriculum vitae*) to institute and manage a project of this topic, size, scope, and complexity effectively.
6. The application clearly describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including partners, consultants, and/or subcontractors.
7. If a consortium or partners are proposed, the application includes a partnership agreement for each project entity.
8. The application clearly describes how the effective management and coordination of activities by any partners, subcontractors, contractors and subcontractors, and consultants (if applicable) will be ensured.

**Budget and Budget Justification****Maximum Points: 14**

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. A detailed line item budget of project costs is included and demonstrates how cost estimates were derived.
2. The proposed budget and budget justification are feasible for the proposed approaches, and logical, reasonable, and appropriate.
3. The application demonstrates that its fiscal controls and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of Federal funds received under this FOA.
4. The budget and budget justification are free of errors.

**V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration ([www.ccr.gov](http://www.ccr.gov) or 1-866-606-8220).

## **Initial ACF Screening**

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

## **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

## **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

### **V.3. Anticipated Announcement and Award Dates**

Awards will be made by September 29, 2012. Unsuccessful applicants will be notified in writing after the final awards have been made.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

### **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are*

*separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

### **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

### **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

### **Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

### **Performance Progress Reports (PPR)**

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### **Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

**For budget periods ending in the months of:**      **The FFR (SF-425) is due to ACF on:**

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at [http://www.acf.hhs.gov/grants/msg\\_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports:              Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

## **SF-428 Tangible Property Report and SF-429 Real Property Status Report**

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

### **Performance Measures**

All grantees are required to monitor and report on program implementation and outcomes through performance measures. Performance measures are intended for monitoring purposes and serve three main purposes for the Federal Government:

- **Program accountability.** Performance measures serve as a vital tool to document that programs are being implemented as intended and seeing outcomes as expected.
- **Program improvement.** Performance measures serve as an important means to improve service delivery by highlighting program areas that may need technical assistance or other specific attention. These measures will allow the federal government to give grantees feedback regarding the performance of their programs.
- **Program Implementation.** Systemic tracking of program performance can aid the grantee and the federal government in learning about program implementation and identifying factors and processes associated with greater implementation success.

FYSB plans to have performance measures, which can be uniformly collected across grantees, developed and ready for use by the first year of the program. By the end of the first year of the program, grantee will be required to report on these uniform measures. FYSB will provide training on how to implement performance measure data collection and reporting. Generally there are five broad categories of performance that FYSB anticipates all grantees will be required to track:

1. Basic output measures of reach, attendance, and dosage (e.g. number of youth served, hours of service delivery)
2. Fidelity and program
3. Outcome measures of behavior, knowledge, and intention

4. Cost, partners, and training
5. Community data (e.g. STI's birth rates)

Grantees are encouraged, but not required to develop additional indicators of program performance.

## **Other Reporting Requirements**

- Submit in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested) all performance indicator data, and program and financial reports, in recommended format (to be provided). Specific instructions on the submission of reporting requirements will be provided with the Notice of Award.
- Submit the final report Performance Progress Report (PPR) and Financial Status Report (FSR) electronically within 90 days of the project period end date.

## **VII. Agency Contacts**

### **Program Office Contact**

Itege Bailey  
Administration for Children and Families  
Administration on Children, Youth and Families, Family and Youth Services Bureau  
1250 Maryland Avenue SW  
Rm. 8320  
Washington, DC 20024  
Phone: (202) 205-1723  
Email: [Itege.Bailey@acf.hhs.gov](mailto:Itege.Bailey@acf.hhs.gov)

### **Office of Grants Management Contact**

Lisa Dammar  
United States Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
c/o LUX Consulting Group  
8405 Colesville Road, Suite 600  
Silver Spring, MD 20910  
Phone: (866) 796-1591  
Email: [fysb@luxcg.com](mailto:fysb@luxcg.com)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **VIII. Other Information**

## Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
<b>Required PREP Assurances</b>	Format is available in the <i>Appendices</i> section of this announcement.	Submission is required for all applicants by the application due date.  Print and sign the assurances format and submit it as an attachment to the application.
<b>SF-424 - Application for Federal Assistance and SF-P/PSL -</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/">http://www.grants.gov/agencies/</a>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

<b>Project/Performance Site Location(s)</b>	<a href="#">aforms_repository_information.jsp</a> .	
<b>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Certification Regarding Lobbying</b>	Referenced in <i>Section IV.2.</i> of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
<b>SF-LLL - Disclosure of Lobbying Activities</b>	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .  Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
<b>Survey on Ensuring Equal Opportunity for Applicants</b>	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.	<b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.

	<p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>The survey will not count in the page limitations.</p>	
<b>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</b>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>. This information may be submitted in the appendices to the application and will not count in the limitations listed in <i>Section VI.2. Formatting Requirements</i>.</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
<b>The Project Description</b>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is the title for the project narrative that describes the applicant's plan for the project.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<b>The Project Budget and Budget Justification</b>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<b>Table of Contents</b>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

<b>Project Summary/Abstract</b>	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Proof of Non-Profit Status</b>	Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
<b>Logic Model</b>	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Letters of Support</b>	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Third-Party Agreements</b>	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.

**Executive Order 12372,  
"Intergovernmental Review of  
Federal Programs,"  
and  
45 CFR Part 100,  
"Intergovernmental Review of  
Department of Health and  
Human Services Programs and  
Activities"**

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/) as indicated in *Section IV.4. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*.

## Appendices

### Appendices

#### ASSURANCES

#### **Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA)**

**HHS-2012-ACF-ACYF-AK-0284**

*All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Assurance must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at [www.Grants.gov](http://www.Grants.gov). See Section IV.2. Formatting for more information on submission of this document.*

As the Authorized Organizational Representative (AOR) signing this application on behalf of [Insert full, formal name of applicant organization]

I hereby attest and certify that:

- (1) All medical materials proposed in this application and funded during the project period of this grant are medically accurate.
- (2) All the PREP requirements as outlined in this FOA in preparing and submitting the PREP application have been complied with.
- (3) If selected, the grantee agrees to participate in a rigorous Federal evaluation.
- (4) Expenditure of non-federal funds for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is equal to or greater than the amount they expended for such programs or initiatives for fiscal year 2009 as outlined in Section 513(a)(5) of the Social Security Act, which provides that no payment shall be made to a State from the allotment determined for the State under this subsection or to a local organization or entity awarded a grant under paragraph (4), if the expenditure of non-federal funds by the State, organization, or entity for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is less than the amount expended by the State, organization, or entity for such programs or initiatives for fiscal year 2009.

(5) The needs of lesbian, gay, bisexual, transgender, and questioning youth are taken into consideration in applicants program design. Applicants considered how their programs will be inclusive of and non-stigmatizing toward such participants. If not already in place, applicants and, if applicable, sub-awardees should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity constitutes an assurance that applicants have or will have such policies in place prior to receiving the award. Awardees should ensure that all youth serving staff are trained to prevent and respond to harassment or bullying in all forms. Programs serving youths should be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. In addition, any sub-awardees or subcontractors:

- Have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
- Will enforce these policies;
- Will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and;
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: